

# **Southeastern Universities Research Association, Inc.**

## **Appendix A**

**Contract No. DE-AC05-84ER40105**



**Effective October 1, 1999**

## TABLE OF CONTENTS

1	INTRODUCTION
2.	DEFINITIONS
3.	PAY POLICIES
3.	(Reserved)
3.2	Employee Compensation
3.2.1	General Provisions
3.2.2	Salary Administration
3.2.3	Salary Increase Plan
3.2.4	Approval of Individual Salary Actions
3.2.5	Other Pay Provisions
3.3	Severance Pay
3.3.1	Severance Pay
3.3.2	Expiration of Term Appointment
3.3.3	Change of Contractor
4.	BENEFIT PROGRAMS & POLICIES
4.0	General
4.1	Service Awards and Employee Recognition
4.2	Holidays
4.3	Sick Leave
4.4	Vacations
4.5	Leaves of Absence
4.5.1	Leave of Absence With Pay
4.5.2	Leave of Absence Without Pay
4.6	Jury Duty
4.7	Family Emergency Leave
4.8	Military Service & Training
4.9	Civic Leave
4.9.1	Community Service Volunteers
4.9.2	Blood Donors
4.9.3	Search and Rescue or Disaster Control
4.9.4	Public Emergency
4.9.5	Voting Time
4.9.6	Witnesses



## TABLE OF CONTENTS (cont.)

4.10	Group Insurance Plans
4.10.1	General
4.10.2	Disability Insurance
4.10.3	Health Care
4.10.4	Group Term Life Insurance
4.10.5	(Reserved)
4.10.6	Worker's Compensation
4.11	Retirement Plan
4.12	Contract Termination/Expiration
5.	EMPLOYEE PROGRAMS
5.1	Education and Training
5.1.1	General
5.1.3	Educational Assistance
5.1.3	Onsite & Offsite Training
5.2	(Reserved)
5.3	(Reserved)
5.4	(Reserved)
5.5	(Reserved)
5.6	Patent Awards
6.	(Reserved)
7.	MISCELLANEOUS POLICIES
7.	Consultant or Other Comparable Employment Services of SURA Employees
7.2	Professional Advancement Leave
7.3	Employee Litigation Expense
8.	(Reserved)
9.	(Reserved)
10.	EQUAL EMPLOYMENT OPPORTUNITY

TABLE OF CONTENTS (cont.)

TABLE	Summary of Classifications and Ranges
TABLE II	Section B-1: Pay Differential Eligibility Section B-2: Benefits Eligibility
TABLE III	Part A: Summary of Specialty Designators for Classification Series Part B: Generic Job Titles by Classification
TABLE IV	Required Standard Reports



## 1 INTRODUCTION

This Personnel Appendix sets forth those SURA human resource management policies and related expenses which have cost implications under the contract and identifies those costs deemed reasonable and allowable for reimbursement when incurred in furtherance of the Contract work. Only those items of personnel costs and related expenses that are set forth herein or specifically referenced in this Personnel Appendix are allowable costs by advance understanding under this contract. SURA shall select, hire, manage, and direct the work force. Southeastern Universities Research Association (SURA) shall use effective management review procedures and internal controls to assure that all costs are allowable and that actions which require prior approval of the Contracting Officer are approved prior to incurrence of the cost.

Either party may request that this Personnel Appendix be revised and the parties hereto agree to give consideration in good faith to any such request. Revisions to the Personnel Appendix shall be accomplished by executing a Reimbursement Authorization, as approved by the Contracting Officer. When revisions to this Personnel Appendix are agreed upon, revised pages will be issued by the Contracting Officer reflecting such changes and will bear the effective date of such changes and the Reimbursement Authorization number in the upper right-hand corner of each page.

The Personnel Appendix is adopted for the exclusive benefit and convenience of the parties hereto, and nothing contained herein shall be construed as conferring any right or benefit upon past, present, or future employees of SURA, or upon any other third party.

SURA shall promptly furnish all reports and information required in this Appendix to the Contracting Officer or other parties designated by the Contracting Officer. SURA recognizes that other data requests may be made from time to time by the Contracting Officer and agrees to use its best efforts to cooperate in meeting such requests.

## 2. DEFINITIONS

Average Rate. The rate which is determined by dividing the weekly straight-time pay by the number of hours worked during the payroll week when an employee works at more than one basic rate or more than one shift differential rate during a payroll week.

Basic Rate, Job Rate, or Basic Salary. Rate of pay per hour or annually, exclusive of any premium, established for each job classification in accordance with the approved wage and salary schedules.

Basic Workweek. A 40-hour workweek.

Bonus. A one time payment that is not part of an employee's base salary.

Casual Appointment Employee. An employee who works on an unscheduled, on-call basis not to exceed 1000 hours in a year.

CEBAF. Continuous Electron Beam Accelerator Facility.

Change of Classification. The placement of an employee in a new classification due to reassignment.

Contractor. Southeastern Universities Research Association, Inc. (SURA)

DOE. The Department of Energy, or any duly authorized representative thereof, including the contracting officer.

Demotion. The placement of an employee in a lower job classification.

Employee. A person hired by and working for the Contractor to carry out work under the provisions of contract DE-AC05-840ER40150 and who is paid with contract funds.

Exempt Employee. An executive, administrative, and professional employee who is exempt from certain provisions of the Wage and Hour Laws.

Foreign Exchange Visitor. A foreign visitor who, as a result of a cooperative agreement between the Contractor and a foreign institution, provides a valuable service to the Contractor connected to the Contractor's performance of work under the contract.

Full-Time Employee. An employee who is regularly scheduled to work at least forty (40) hours per week.

2. DEFINITIONS (cont.)

Merit Increase. A salary increase that is granted to an employee based upon performance in the current position to which the employee is assigned and is based upon performance during the most current performance appraisal period.

Nonexempt Employee. Employee who is covered under and is subject to the provisions of the Wage and Hour Laws.

Overtime Pay. A payment in addition to straight-time pay for all hours worked in excess of 40 within a payroll week by eligible employees.

Part-Time Employee. An employee who is regularly scheduled to work less than 40 hours per week.

Payroll Day. The 24-hour period extending from midnight to midnight. Exception: Payroll day may vary from midnight to the established starting or ending time of a shift.

Payroll Week. Seven consecutive days (168 hours) extending from midnight Sunday to midnight Sunday (Monday through Sunday). Exception: Payroll week may vary from midnight to the established starting or ending time of the shift.

Premium Pay. A payment in addition to straight-time pay made for any reason

Promotion. The permanent placement of an employee in a higher rated job classification due to an increase in the character or scope of his/her job assignment.

Reclassification. A change of job level, up or down, through formal evaluation of an existing job

Regular Appointment Employee. An employee who is hired to work a full or part-time schedule with no preplanned separation date.

Regular Rate. The straight-time rate at which the hours are worked, or the average rate for the week, whichever is greater.

Regularly Scheduled Shift. The normal hours of working time in each payroll day established for each employee.

Salary Adjustment. A change in salary outside the normal salary program required to establish either internal or external equity for a given position.

Separation. Resignation, discharge, layoff, retirement, death, and/or removal from the payroll because of disability (as distinguished from disability absence where the employee is not removed from the payroll).

2. DEFINITIONS (cont.)

Shift Differential. A percentage of the basic rate added to the basic rate to compensate eligible employees required by management to work assigned swing or owl shifts or full or half-rotating shifts.

State Employee. A person hired and compensated by the Commonwealth of Virginia, but working for the Contractor. For some operational expenditures, State Employees are considered employees of the Contractor. When applicable, this will be stated on a Section-by-Section basis in this Appendix.

Stipend. Fixed, all inclusive, periodic payments made to exempt Graduate Student Research Assistants in lieu of salaries or to certain foreign visitors in lieu of living expenses.

Straight-time Pay or Straight-time Earnings. Amount obtained by multiplying the number of units of time worked by the straight-time rate per unit of time.

Straight-time Rate. The rate of pay per hour, per week, or per month obtained by adding the applicable shift differential rate to the basic rate for the job classification assigned at the time the work is performed.

Temporary Appointment Employee. An employee who works on a full or part-time scheduled basis not to exceed 90 days per appointment.

Term Appointment Employee. An employee who is hired to work a full or part-time schedule of at least 91 days, but with a preplanned separation date.

TJNAF. Thomas Jefferson National Accelerator Facility otherwise known as Jefferson Lab, previously known as CEBAF.

Variable Pay. Pay that is not part of an employee's annual base salary and is not carried forward as part of salary in succeeding years.

3. PAY POLICIES

3.1 (Reserved)

3.2 Employee Compensation

3.2. General Provisions

- A. The objective of the compensation program is to (1) provide a level of compensation which, within available funds, attracts, motivates and assures an efficient and technically competent work force; (2) provide a valid salary comparison to the relevant labor markets in which the organization competes; (3) reflect the worth of each position to the organization; (4) relate salary and wage rates of the employee to both employee and SURA's performance under the contract; and (5) maintain reasonable internal equity.
- B. In establishing or modifying compensation levels, SURA will be guided by the following considerations:
- (1) SURA should adopt wage, salary, and employee benefit policies and practices which will provide a technically competent, productive and efficient work force consistent with the terms of this contract.
  - (2) SURA is a competitor in the Tidewater, Virginia labor market area, and should adopt and maintain equitable compensation levels and benefit policies and practices commensurate with other major employers in the area within applicable Federal laws and regulations.
  - (3) SURA recruits certain of its personnel from an extended labor market area. With respect to such employees, the areas of comparison will be expanded to regional and national labor markets to establish equitable salary compensation and benefit policies relationships.
  - (4) SURA agrees to use its best efforts to comply with any special compensation policies established by the Secretary of Energy when applied to all Department of Energy performance-based management contractors.

3. PAY POLICIES (cont.

3.2 Employee Compensation (cont.)

General Provisions (cont.

- C. Salary adjustments will reflect performance evaluations. Employee performance appraisals will be made at periodic intervals; however, no salary increases should be implied or assumed to be paid to all employees on an annual basis.
- D. SURA agrees to maintain an effective compensation program which will result in reasonable costs under the contract, based on professionally recognized compensation standards. The major components of the compensation program are further described in Section 3.2, and include salary rate range structures and a salary administration system (Section 3.2.2), an annual Salary Increase Plan (Section 3.2.3), and review of certain individual salaries (Section 3.2.4).

Salary Administration

- A. All positions under SURA's Salary Administration Program will be evaluated and classified into salary ranges which reflect relatively the level of difficulty of the position and the skill, knowledge, and responsibility needed to fulfill the functions of the position with the exception of the Director, Deputy Director, Associate Directors, and Special Scientists and Engineers; the DOE-reimbursed portion of the salaries of the top management positions are subject to Contracting Officer approval on a case-by-case basis as provided for in Section 3.2.4.
- B. A salary range with a minimum, a midpoint, and a maximum for each classification has been established and approved by the Contracting Officer as listed in Table I attached to this Appendix. Any changes in the rate ranges will be approved in advance by the Contracting Officer. The midpoint for each range is intended to represent the compensation for satisfactory performance by a qualified and experienced employee and is intended to represent the market value for the classification.
- C. The nonexempt and exempt salary ranges, with a midpoint as the primary reference point, are to guide supervisors in making salary recommendations. Although other factors may be considered, performance must be the principal basis for recommending an increase in compensation for an employee.

3. PAY POLICIES (cont.)

3.2 Employee Compensation (cont.)

3.2.2 Salary Administration (cont.)

- D. Rate ranges are based on surveys of comparable jobs as identified by SURA subject to the approval of the Contracting Officer.
- E. An employee is paid within the rate range for his/her classification. Any exceptions to have an employee above the rate range requires written justification and approval by the Human Resources Director and the Contracting Officer, except as authorized in paragraph H.(2) below. Employees may be paid below the range, if approved by the Human Resources Director, for one of the following reasons:
  - (1) Employees who are on approved leave and are receiving only a part of their normal salary from SURA.
  - (2) Employees who have not met the minimum requirements for the classification, are in a training period of a specified time until they qualify and where a suitable training classification does not exist.
- F. Hiring Rates

Individuals are employed at salary rates commensurate with the assigned job classification taking into consideration previous training, experience, and other factors such as market requirements and internal equity considerations where applicable.

- (1) Signing Bonus – SURA may provide a non salary-base signing bonus to eligible recruits to ensure the lab's ability to continue to attract qualified candidates for key, hard-to-fill positions. Such non-base salary interventions are subject to approval of the Lab Director and shall not exceed fifteen (15) percent of the annual starting salary. Employees terminating within twelve (12) months of the hire date shall be required to refund a pro-rated portion of the bonus received.

Positions eligible for a signing bonus include individuals with unique skills and talents in the following job classifications: Staff Scientist III, Senior Staff Scientist, Principal Staff Scientist, Staff Engineer III, Senior Staff Engineer, Principal Staff Engineer.

3. PAY POLICIES (cont.)

3.2 Employee Compensation (cont.)

3.2.2 Salary Administration (cont.)

G. Demotions

When an employee is placed on a lower rated job classification and his or her salary exceeds the maximum of the lower rate range, the following will occur:

- (1) If the employee's work performance has not been satisfactory, the salary will be adjusted to fall within the rate range.
- (2) If the employee's work performance has been satisfactory, the employee may be retained at his or her existing salary but will not be eligible for further salary increases until the lower rate range maximum exceeds his or her salary.

H Individual Increases:

To assure that the individual increases granted are reasonable, decisions regarding salary increases will give appropriate consideration to performance level, internal equity, salary range position, and labor market comparisons. The amount and timing of prior increases will also be considered with prorating of increases when appropriate. Salary reviews will normally occur annually.

Performance Evaluation System:

SURA agrees to maintain an effective performance evaluation system which appraises each employee on an annual basis in writing and, at a minimum, contains the following features:

- (1) The basis for employee appraisals are pre-established job-related performance criteria.
- (2) The system contains adequate safeguards to ensure rating equity within organizational units and across SURA as a whole. Such safeguards should include: second-level supervisor review, salary committee review, and Human Resources Department review.



3 PAY POLICIES (cont.

3.2 Employee Compensation (cont.)

3.2.2 Salary Administration (cont.)

Performance Evaluation System: (cont.)

- (3) Employees are given the opportunity to discuss performance appraisals with the rating supervisor.
- (4) Employees may rebut factual inaccuracies in performance appraisals. Employee rebuttals are reviewed at the Reviewer or Departmental Head level, whichever is higher.
- (5) Evaluation components as appropriate that address special factors such as Environmental, Safety, and Health and Equal Employment Opportunity/ Affirmative Action.

J. SURA agrees to maintain a method for documenting time and attendance records which will form the basis for all pay and leave computations.

3.2.3 Salary Increase Plan

Each salary review year, SURA shall develop and justify, in a manner prescribed by the Contracting Officer, a Salary Increase Plan for review and approval. This Plan will be based upon such factors as National and local surveys, area rates, and such other criteria as may be pertinent to the establishment of competitive salaries. The Plan consists of a percentage of exempt payroll and nonexempt payroll at the end of the prior salary year (expressed as an annualized amount) and shall be the maximum allowed for granting increases for employees based on merit, adjustments, reclassification, and promotions.

A major component of the annual Salary Increase Plan is the measurement of SURA against National and local surveys. The selection of specific surveys, area rates, and other criteria pertinent to the establishment of proposed salaries for each occupational group, (e.g., scientist and engineer, professional, administrative, technical, and clerical) will be agreed to by the Contracting Officer (however, the Contracting Officer reserves the right to consider other, appropriate surveys or other data in its evaluation of SURA's Proposal).

3. PAY POLICIES (cont.)

3.2 Employee Compensation (cont.)

3.2.3 Salary Increase Plan (cont.)

The Salary Increase Plan proposal should include data which measures average SURA pay to market average pay; information regarding how survey data was used; aging factors if used for escalating survey data; basis for projection of escalation in the market, if done, and supporting information; and analyses to support any special adjustment requests.

All salary increases, except salary increases granted to employees on initial promotion from nonexempt positions to exempt positions, shall be charged against the fund.

Increases are charged to the fund on an annualized basis. Once an individual's salary increase is charged to the fund, reuse of that amount, i.e., recovery, for any other purpose during the salary year is unallowable. If an individual terminates before receiving an increase, the amount of money allocated for that individual may remain in the fund. Each component of the fund, i.e., merit, promotion, adjustments, and reclassification, shall be broken out as subtotals.

SURA will provide a copy of the annually developed salary guidelines prepared for supervisory use, indicating the parameters for granting various increases based on employee performance and current salary position.

The dollar amount of the fund shall be subject to review and adjustment by the Contracting Officer upon a significant reduction in Contractor employment levels, as in a reduction-in-force during the plan year.

SURA will provide to the Contracting Officer within thirty (30) days of the end of the fiscal year a report of the exempt and nonexempt expenditures under each approved Salary Increase Plan for the preceding fiscal year. SURA agrees to use its best efforts to provide on a timely basis other wage and salary reports as requested by the Contracting Officer.

A non-base variable pay fund may be established annually as an identifiable component of the salary increase plan. The fund will be used to award non-base lump sum variable pay to eligible employees with extraordinary performance achievements and high achievers whose merit increases are limited by their top-of-the-range salary positions. Variable pay will be limited to a percentage of base salary that equals the maximum percentage for the employee's performance rating as specified in the annual salary increase guidelines. All variable pay awards shall be subject to the Laboratory Salary Committee approval.

3. PAY POLICIES (cont.)

3.2 Employee Compensation (cont.)

3.2.4 Approval of Individual Salary Actions

A. DOE reimbursed salaries for the Director, Deputy Director, Associate Directors, Deputy Associate Directors, and other key senior management personnel serving on the Director's Council shall require approval of the Contracting Officer. Contracting Officer approval shall be obtained by submission of a DOE Form 3220.5 along with pertinent data upon which the justification is based for the proposed salary action.

B. It is recognized there are certain individual salaries that were established prior to April 1, 1995, which are not fully reimbursed by DOE.

Individual salary actions submitted for new employees, effective April 1, 1995, or after, will be on a total compensation basis (i.e., the request will identify the proposed DOE-reimbursed salary and any non-DOE funded portion, if any, such as with Commonwealth of Virginia funds). All future DOE reimbursable salary increases will be based only on the DOE-approved salary.

C. SURA agrees to provide justification documentation in support of each salary increase action including, as appropriate, job performance, relative size of budget, and number of employees supervised, educational/experience data and individual contributions in support of mission goals. This documentation will include information to support reasonable internal salary alignment and external market equity. SURA will also provide justification for increases which exceed the annually developed salary increase guidelines used by supervisors.

D. SURA will make reasonable efforts to submit salary actions requiring the Contracting Officer approval four weeks prior to their proposed effective date. The Contracting Officer will make reasonable efforts to respond to the submissions so that they may be implemented on the proposed effective date.

No commitments shall be made to employees or regarding compensation actions until Contracting Officer approval, if required, has been obtained.

3.2.5 Other Pay Provisions

Employees are assigned salary and wage classifications. The classifications are divided into two basic groups, exempt and nonexempt. Table I lists the approved classifications in each group and also shows the approved rate range and basis for payment for each classification.

3. PAY POLICIES (cont.)

3.2 Employee Compensation (cont.)

3.2.5 Other Pay Provisions (cont.)

A. Overtime

- (1) Exempt employees with administrative, executive, or professional assignments are not paid extra for overtime except when approved for formally extended work weeks or operational work weeks, scheduled to continue for at least four consecutive weeks. Exempt personnel are shown in Table I and normally work no less than 40 hours per week unless scheduled for part-time work.
- (2) Nonexempt employees, including State employees, are paid at a rate of 1 1/2 times their regular rate for all hours worked in excess of forty (40) in any work week. Paid holiday hours count as hours worked. Paid leave hours do not count as hours worked, except for hours spent on Witness Leave at the request of DOE or for another Government agency when approved by DOE.
- (3) SURA may pay overtime for work which is: (a) necessary to cope with emergencies; (b) necessary to accomplish continuous work operations; or (c) less costly to the Government.

B. Basis of Payment For Less Than Full-Time Work

- (1) Full time employees on less than full time pay status for a pay period receive:  
  
$$\frac{\text{Number of hours in pay status}}{\text{compensable hours in pay period}} \times \text{pay period rate}$$
- (2) Exempt, part-time, half-time or more employees are scheduled to work consistent, agreed upon, partial work schedules. They are paid based on the agreed upon work schedule.
- (3) Nonexempt, part-time, half-time or more employees also are scheduled to work consistent, agreed upon, partial work schedules. However, as nonexempt employees, they are paid for each hour actually worked and are eligible for overtime payments under the conditions described in Section 3.2.5. A.(3).

3. PAY POLICIES (cont.)

3.2 Employee Compensation (cont.)

3.2.5 Other Pay Provisions (cont.)

B. Basis of Payment For Less than Full-Time Work (cont.)

- (4) All categories of part-time, less than one-half time employees and all Student Interns are paid an hourly rate for hours actually worked.

C. Shift Differential

- (1) A shift differential shall be paid to each nonexempt employee who is required by management to work an assigned swing or owl shift in the amount of 7.5 percent for swing shift and 15 percent for owl shift. Employees working overlapping shifts receive premium pay for the shift during which most of the time is worked unless stated otherwise in Table I.

- (2) A shift allowance may be paid to an exempt employee who is required by management to work an assigned half-rotating or full rotating shift in the amount of 5 percent for the half-rotating and 10 percent for the full-rotating shift.

A shift allowance may be paid to an exempt employee who is required by management to work a regularly assigned swing or owl shift and oversees the work of a crew of nonexempt employees receiving the shift differential (e.g., Accelerator Operator Crew Chiefs). The differential shall be in the amount of 7.5 percent for swing shift and 15 percent for owl shift. Employees working overlapping shifts may receive premium pay for the shift during which most of the time is worked.

- (3) Shift differential for nonexempt employees shall be included in calculation of pay only for actual hours worked, including overtime, on swing or owl shift, and for holidays, provided the employee is eligible for holiday pay and would have worked a shift that made him/her eligible for shift differential.

Shift allowance for exempt employees may be included in payment for all types of paid leave.

D. Pay for 4-Day, 10-Hour Schedule

### 3. PAY POLICIES (cont.)

#### 3.2 Employee Compensation (cont.)

##### 3.2.5 Other Pay Provisions (cont.)

###### B. Basis of Payment For Less than Full-Time Work (cont.)

- (4) All categories of part-time, less than one-half time employees and all Student Interns are paid an hourly rate for hours actually worked.

###### C. Shift Differential

- (1) A shift differential shall be paid to each nonexempt employee who is required by management to work an assigned swing or owl shift in the amount of 7.5 percent for swing shift and 15 percent for owl shift. Employees working overlapping shifts receive premium pay for the shift during which most of the time is worked unless stated otherwise in Table I.

- (2) A shift allowance may be paid to an exempt employee who is required by management to work an assigned half-rotating or full rotating shift in the amount of 5 percent for the half-rotating and 10 percent for the full-rotating shift.

A shift allowance may be paid to an exempt employee who is required by management to work a regularly assigned swing or owl shift and oversees the work of a crew of nonexempt employees receiving the shift differential (e.g., Accelerator Operator Crew Chiefs). The differential shall be in the amount of 7.5 percent for swing shift and 15 percent for owl shift. Employees working overlapping shifts may receive premium pay for the shift during which most of the time is worked.

- (3) The payment of any shift differential shall be included in payment for all types of paid leave, provided that the employee would have been expected to work that shift or shifts were the person not on paid leave.

###### D. Pay for 4-Day, 10-Hour Schedule

Nonexempt employees scheduled to work 10 hours per day may receive premium overtime under the following conditions:

3. PAY POLICIES (cont.)

3.2 Employee Compensation (cont.)

3.2.5 Other Pay Provisions (cont.)

D. Pay for 4-Day, 10-Hour Schedule (cont.)

- (1) Work for over 10 hours per day.
- (2) Work on scheduled days off.
- (3) Work on recognized holidays.

E. Early Closing

When severe weather occurs, employees designated nonessential may be dismissed early without loss of pay so as to minimize traffic hazards.

(1) Nonessential Employees:

The designation of "nonessential" shall be made by each Associate Director.

(2) Eligibility:

- (a) Employees shall not be eligible for early closing pay unless they remain at work until the designated time for closing.
- (b) Student Interns and casual employees, because they are paid on an hourly basis, shall not be paid for any time they miss due to weather emergencies.
- (c) Scheduled part-time employees shall be paid only for scheduled work hours they miss due to weather emergencies.

F. Late Reporting

(1) Official Late Start:

When severe weather occurs, nonessential employees may be instructed to report to work at a time later than usual. They shall receive up to three hours of pay for an excused absence, subject to their supervisor's approval and the eligibility criteria stated in Section 3.2.5.E.(2)(b) and (c) above.

### 3 PAY POLICIES (cont.)

#### 3.2 Employee Compensation (cont.)

##### 3.2.5 Other Pay Provisions (cont.)

###### F. Late Reporting (cont.)

An employee must report to work to receive such pay and shall be expected to call in if a late arrival is anticipated.

###### (2) Employee Responsibilities:

- (a) Employees who decide that weather conditions preclude their attendance should do so with the understanding that payment for such absence shall be either subject to their eligibility for vacation leave or leave without pay.
- (b) Employees who are unable to meet their regular working schedule shall notify their supervisor as soon as practical. Employees who do not notify his/her supervisor of such absence shall waive eligibility for vacation leave with pay.

###### G. Off-Shift Call In

Nonexempt employees, including State employees, who are called in by their supervisors to handle emergency situations which occur at times other than during their regularly scheduled shift shall be paid for two hours or the actual hours they worked, whichever is greater. This applies only to call-in situations, and not to scheduled or shift-lengthening overtime.

If the actual call-in work time is less than two hours but the employee is paid for two hours, only actual time worked shall count as hours worked in calculating overtime.

#### 3.3 Severance Pay

##### 3.3.1 Severance Pay Benefits

###### A. General

Severance pay is payable to regular and probationary full-time and part-time employees who have six months or more of contract service and who have been laid off on account of lack of work or funding changing programmatic needs and goals, or organizational restructuring.



3. PAY POLICIES (cont.)

3.3 Severance Pay

3.3.1 Severance Pay Benefits (cont.)

A. General (cont.)

Severance pay is payable to term full-time and part-time employees who have six months or more of service, have been laid off on account of lack of work or funding, and had at the time of lay-off at least six months of time remaining on their appointments.

Temporary and casual employees and all levels of student interns and graduate student research assistants are ineligible for severance pay.

No severance pay is paid to employees who terminate their employment voluntarily, who are discharged for cause, who transfer to another position within SURA, or who refuse to transfer to a job within SURA with comparable pay and benefits.

However, an employee who resigns in lieu of another employee who would have been involuntarily laid off may be provided severance pay benefits.

If an employee is reemployed by SURA after having been paid a severance payment, Company Service Credit for any subsequent severance payment consideration shall start from the date of such reemployment. If any individuals are reemployed by SURA prior to the end of the period covered by the severance pay (e.g., received four weeks pay, but reemployed after two weeks), the difference must be refunded.

- B. Severance pay will be calculated on the basis of the employee's length of contract service and basic rate in effect at the time of layoff (including extended hours pay, if any, but excluding all overtime premium or shift differential) and paid in accordance with the following schedule:

3. PAY POLICIES (cont.)

3.3 Severance Pay (cont.)

3.3.1 Severance Pay Benefits (cont.)

<u>CONTRACT SERVICE</u>	<u>SEVERANCE PAY</u>
6 months, but less than 2 years	1 1/2 weeks
2 years, but less than 3 years	3 weeks
3 years, but less than 4 years	4 1/2 weeks
4 years, but less than 5 years	6 weeks
5 years, but less than 6 years	7 1/2 weeks
6 years, but less than 7 years	9 weeks
7 years, but less than 8 years	10 1/2 weeks
8 years, but less than 9 years	12 weeks
9 years, but less than 10 years	13 1/2 weeks
10 years or more	15 weeks

3.3.2 Expiration of Term Appointment

A term employee whose appointment is not renewed or converted to a regular appointment shall receive no layoff allowance upon termination at the completion or expiration of the term appointment.

3.3.3 Change of Contractor

In the event that SURA is replaced as the Department's Prime Contractor at Jefferson Lab, this change shall not entitle any employee of the Facility to severance pay if he/she elects to remain at Jefferson Lab, or if the new Prime Contractor offers to retain him/her under comparable conditions of employment which he/she enjoyed under the SURA contract.

No employee (1) who accepts transfer to another facility, subsidiary, or affiliate of the Contractor, (2) who is offered employment at comparable pay and benefits by a successor contractor, (3) who resigns or retires, or (4) who is discharged for cause will be eligible for severance pay. However, an employee who resigns in lieu of another employee who would have been involuntarily laid off may be provided severance pay benefits.

#### 4. BENEFIT PROGRAMS AND POLICIES

##### 4.0 General

The employee benefit plans, and related necessary and reasonable costs involved in implementing and administering them, as described in this section are approved by the Contracting Officer for application to eligible (see Table I, Section B-2: Benefits Eligibility) employees working on this contract and are reimbursable.

Employee benefit plans may be continued from year to year without further Contracting Officer approval even though experience under the Plan may result in increased premium costs, providing the benefits are not changed. Any unmandated changes in benefit or funding provisions resulting in increased cost to DOE require prior Contracting Officer approval. Any increase in cost without a change in benefits requires SURA to notify the Contracting Officer. SURA will submit copies of any financial or accounting reports developed or required in connection with the DOE-reimbursed plans discussed in Sections 4.10 and 4.11.

##### 4.1 Service Awards and Employee Recognition

It is SURA's policy to recognize the contribution that employees make through their length of service. All full-time and part-time employees, including State employees, are eligible to participate in the service award program.

SURA may expend an amount not to exceed 0.05 percent (0.0005) per year of the laboratory's operating budget, for service awards and other appropriate employee recognition. All expenditures for awards will be approved by the Associate Director for Administration. The types of awards may include, for example, Length of Service/Retirement Recognition; Safety Awards; and Suggestion Program Awards.

##### 4.2 Holidays

A. Eleven (11) holidays are recognized as paid holidays during each calendar year. They normally include:

New Year's Day	Friday following
Third Monday in January	Thanksgiving Day
Third Monday in February	December 24 (or
Last Monday in May	announced equivalent)
Fourth of July	Christmas Day
Labor Day	December 31 (or
Thanksgiving Day	announced equivalent)

4. BENEFIT PROGRAMS AND POLICIES (cont.)

4.2 Holidays (cont.)

- B. If one of the above days falls on a Sunday, the following Monday is observed as a holiday. If one of the above days falls on a Saturday, the preceding Friday is observed as a holiday unless an alternate day is designated by SURA.
- C. Holiday pay and pay for work on a holiday are paid as specified in Table I, Part B, and Section 3.2.5.A.
- D. All employees shall be paid for holidays except those designated as casual employees or student interns.
- E. Part-time employees regularly scheduled to work twenty or more hours per week are paid for holidays at the proportionate ratio of their regular work schedule.

4.3 Sick Leave

- A. Full-time employees who are eligible for sick leave with pay, as specified in Table I, accrue sick leave by pay period at the rate of ninety six (96) hours per year for basic workweeks of forty (40) hours. Employees scheduled to work between 20 and 39 hours per week accrue credit at the proportionate ratio of their regular work schedule.
- B. In the event of a need for sick leave beyond current accrual, accrued vacation will be used before Advanced Leave, if any, is approved under Section 4.5.1.D.
- C. Employees who separate from SURA employment shall not be paid for unused sick leave.
- D. Prior sick leave credit may be reinstated upon re-employment under the following situations:
  - (1) An employee who is re-employed after a break in service of less than 15 calendar days may have all sick leave from the immediate prior service reinstated.
  - (2) An employee who is re-employed after a break in service of fifteen (15) or more calendar days but less than six (6) months may have sick leave from the immediate prior service reinstated not in excess of 80 hours.
  - (3) A laid-off employee who is reemployed after six (6) months, but within one year of layoff may have sick leave from the immediate prior service reinstated not in excess of 40 hours.

4. BENEFIT PROGRAMS AND POLICIES (cont.)

4.3 Sick Leave (cont.)

- E. For new employees, accrual of sick leave credit begins with the first full pay period.
- F. Any time reported as sick leave included within a vacation period shall be acceptable as a charge against sick leave accrual, providing it is supported by a doctor's certification or other administratively acceptable evidence (e.g., hospital billing statement).
- G. An employee may be required to furnish satisfactory evidence of sickness or disability after being absent for three or more consecutive days, or after a shorter time when abuse is suspected by the supervisor.

4.4 Vacations

A. Rates of Accrual

- (1) All full-time exempt employees who are eligible for vacation with pay (as specified in Table II attached to this Appendix A), accrue vacation credit by pay period at the following annual rates:

<u>Years of Service</u>	<u>Annual Accrual Rate</u>
up to 2	3 weeks
over 2 and up to 10	4 weeks
over 10	5 weeks

NOTE: Eligible, full-time exempt employees hired prior to October 1995 accrue vacation credit at the following rates:

<u>Years of Service</u>	<u>Annual Accrual Rate</u>
up to 10	4 weeks
over 10 and up to 20	5 weeks
over 20	6 weeks

- (2) All full-time nonexempt employees who are eligible for vacation with pay (as specified in Table II attached to this Appendix A), accrue vacation credit by pay period at the following annual rates:

4. BENEFITS PROGRAMS AND POLICIES (cont.)

4.4 Vacations (cont.)

A. Rates of Accrual (cont.)

<u>Years of Service</u>	<u>Annual Accrual Rate</u>
up to 1	2 weeks
over 1 and up to 10	3 weeks
over 10	4 weeks

NOTE: Eligible full-time nonexempt employees hired prior to October 1, 1989 accrue vacation credit at the following rates:

<u>Years of Service</u>	<u>Annual Accrual Rate</u>
up to 10	4 weeks
over 10 and up to 20	5 weeks
over 20	6 weeks

NOTE: Eligible full-time nonexempt employees hired on or after October 1, 1989 and prior to October 1, 1995 accrue vacation credit at the following rates:

<u>Years of Service</u>	<u>Annual Accrual Rate</u>
up to 10	3 weeks
over 10 and up to 20	4 weeks
over 20	5 weeks

- (3) Part-time employees scheduled to work between 20 and 39 hours per week accrue credit at the proportionate ratio of their regular work schedule and according to their date of hire.

- B. Vacations shall be scheduled at the convenience of departments and may be taken in any amount up to a total of the employee's credit. Vacation credit shall not be used prior to the time it is actually earned, except as stated in 4.5.1.D. (Advance Leave).
- C. For a new employee, accrual of vacation credit begins with the first full pay period.
- D. No more than 48 days vacation may be carried over from one calendar year to the next. Pay in lieu of vacation is not granted, and any accrued vacation over 48 days that has not been taken by the end of a calendar year shall be forfeited.

4. BENEFIT PROGRAMS AND POLICIES (cont.)

4.4 Vacations (cont.)

- E. Upon termination of employment, SURA Contractor shall compensate employees for unused earned vacation at their basic rate of pay. If an employee has a negative accrual, the amount shall be payable to SURA by the employee.

4.5 Leaves of Absence

4.5.1 Leave of Absence With Pay

- A. Leave of absence with pay may be granted to regular, full-time and part-time exempt employees with prior written approval of the Contracting Officer, except as provided in Section 4.5.1.B.
- B. SURA may grant leaves of absence with pay to any employees who make significant sacrifices of personal time to complete work related to the contract and are not otherwise compensated for their time. Such leave shall be granted only for special projects outside of the scope of the employee's normal duties and typical work schedule and shall not exceed three days for any employee in a calendar year.
- C. All leave of absence with pay is at the employee's straight time rate.
- D. An employee who is eligible to accrue sick and vacation leave, but who has not accumulated sick or vacation leave, may be granted Advance Leave at his/her straight time rate of pay to meet unusual circumstances. The maximum advance leave granted shall be limited to forty (40) hours per year.

If an employee uses Advance Leave and terminates employment before fully accruing such leave, the unaccrued amount shall be payable to SURA by the employee.

4.5.2 Leave of Absence Without Pay

- A. SURA may grant an employee a leave of absence without pay of any duration, provided the absence will not interfere with SURA's operations. Absences involving continuation of fringe benefits or service credit beyond 90 days must have the prior written approval of the Contracting Officer, except in cases of involving SURA disability benefits to include, Workers' Compensation.

4. BENEFIT PROGRAMS AND POLICIES (cont.)

4.5 Leaves of Absence (cont.)

4.5.1 Leave of Absence With Pay

- D. An employee who is eligible to accrue sick and vacation leave, but who has not accumulated sick or vacation leave, may be granted Advance Leave at his/her straight time rate of pay to meet unusual circumstances. The maximum advance leave granted shall be limited to forty (40) hours per year.

If an employee uses Advance Leave and terminates employment before fully accruing such leave, the unaccrued amount shall be payable to SURA by the employee.

4.5.2 Leave of Absence Without Pay

- A. SURA may grant an employee a leave of absence without pay of any duration, provided the absence will not interfere with SURA's operations. Absences involving continuation of fringe benefits or service credit beyond 90 days must have the prior written approval of the Contracting Officer, except in cases of involving SURA disability benefits to include, Workers' Compensation.
- B. All employees who meet the eligibility requirements of the Family Medical Leave Act of 1993 (FMLA) shall be eligible for FMLA leave without pay up to 12 weeks per year for reasons covered by the Act. SURA/Jefferson Lab or the employee may choose to substitute accrued paid leave for unpaid leave in accordance with FMLA and consistent with the requirements of this contract.
- C. Regular and Term appointment employees who have completed their "new employee" probationary period, and whose circumstances for requesting such a leave are considered valid by the Department Manager and the Human Resources and Services Director, shall be eligible for a non-FMLA leave of absence without pay.
- D. SURA will advise and coordinate with the Contracting Officer in advance if the leave of absence is to involve an assignment with DOE or any of its Contractors, with another agency of the Federal or state government, or is outside the continental United States for an extended period (e.g., to International Atomic Energy Agency).



4.6 Jury Duty

Employees are encouraged to fulfill certain community obligations. When an employee is summoned for jury duty, the employee may be excused from work and may be paid for his/her normally scheduled hours.

- A. Regular or term, full-time employees on any shift or work schedule may be granted leave with pay for actual time on jury duty, including grand jury duty, and in related travel, not to exceed the number of hours in the employee's normal workday or workweek.
- B. Regular or term, part-time employees (half-time schedule or more) are granted leave with pay for actual time spent on jury duty, including grand jury duty, and related travel, which occurs during the employee's normally scheduled hours of work.
- C. Employees may be paid their basic rate for up to eight (8) hours per day. Jury duty fees shall be turned in to SURA except those allowances for transportation costs.

4.7 Family Emergency Leave

In the event of either a death or an illness in the immediate family not covered by FMLA which necessitates the employee's attendance, an employee may be granted five (5) working days against unused sick leave accruals. Immediate family includes parents, spouse, children, siblings, parents-in-law, stepparents, stepchildren, grandparents, or other related persons living in the household of the employee.

4.8 Military Service and Training

- A. Regular or term (of 1 year or more), full-time and part-time employees who are members of the Armed Forces and are ordered to temporary active duty for the purpose of annual training shall be granted time off with pay. This period of paid absence for annual training shall not exceed ten (10) working days during a calendar year.
- B. Employees on Military Leave of Absence shall receive regular pay, minus an offset for the military pay received.

4. BENEFIT PROGRAMS AND POLICIES (cont.)

4.5 Leaves of Absence (cont.)

4.5.2 Leave of Absence Without Pay (cont.)

- B. All employees who meet the eligibility requirements of the Family Medical Leave Act of 1993 (FMLA) shall be eligible for FMLA leave without pay up to 12 weeks per year for reasons covered by the Act.
- C. Regular and Term appointment employees who have completed their "new employee" probationary period, and whose circumstances for requesting such a leave are considered valid by the Department Manager and the Human Resources and Services Director, shall be eligible for a non-FMLA leave of absence without pay.
- D. SURA will advise and coordinate with the Contracting Officer in advance if the leave of absence is to involve an assignment with DOE or any of its Contractors, with another agency of the Federal or state government, or is outside the continental United States for an extended period (e.g., to International Atomic Energy Agency).

4.6 Jury Duty

Employees are encouraged to fulfill certain community obligations. When an employee is summoned for jury duty, the employee may be excused from work and may be paid for his/her normally scheduled hours.

- A. Regular or term, full-time employees on any shift or work schedule may be granted leave with pay for actual time on jury duty, including grand jury duty, and in related travel, not to exceed the number of hours in the employee's normal workday or workweek.
- B. Regular or term, part-time employees (half-time schedule or more) are granted leave with pay for actual time spent on jury duty, including grand jury duty, and related travel, which occurs during the employee's normally scheduled hours of work.
- C. Employees may be paid their basic rate for up to eight (8) hours per day. Jury duty fees shall be turned in to SURA except those allowances for transportation costs.

4. BENEFIT PROGRAMS AND POLICIES (cont.)

4.7 Family Emergency Leave

In the event of either a death or an illness in the immediate family which necessitates the employee's attendance, an employee may be granted five (5) working days against unused sick leave accruals. Immediate family includes parents, spouse, children, siblings, parents-in-law, stepparents, stepchildren, grandparents, or other related persons living in the household of the employee.

4.8 Military Service and Training

- A. Regular or term (of 1 year or more), full-time and part-time employees who are members of the Armed Forces and are ordered to temporary active duty for the purpose of annual training shall be granted time off with pay. This period of paid absence for annual training shall not exceed ten (10) working days during a calendar year.
- B. Employees on Military Leave of Absence shall receive regular pay, minus an offset for the military pay received.
- C. Military leave with pay is granted to employees accruing vacation and sick leave credits, regardless of length of employment, when ordered for physical examinations in connection with a selective service or reserve obligation.
- D. SURA employees who are members of the National Guard and are called to active duty to serve during periods of emergency as declared by the Governor of the Commonwealth shall be paid their normal salaries during their absence for such duty, minus an offset for military pay received.

4.9 Civic Leave

4.9.1 Community Service Volunteers

In support of an organized volunteer effort sponsored by local, not-for-profit, charitable organizations, the Director of Jefferson Lab may designate one day per year as a community service day. Each employee, up to a maximum of 20, who works that day as a community service volunteer may be authorized administrative leave with pay for the day.

4. BENEFITS PROGRAMS AND POLICIES (cont.)

4.9 Civic Leave (cont.)

4.9.2 Blood Donors

Employees who volunteer as donors of blood, without compensation, may be authorized administrative leave with pay for the period of time necessary to accomplish this purpose.

4.9.3 Search and Rescue or Disaster Control

An employee who performs search and rescue or disaster control work as a member of an organized civil unit may be authorized administrative leave with pay for the time the employee is required to be away for the scheduled working hours when approved by the Human Resources and Services Director.

Leave with pay may not be granted for training, drills, or practice exercises with such organized civil units.

4.9.4 Public Emergency

An employee may be authorized administrative leave with pay during a public emergency which effectively prevents the attendance at work or the continuance of work in a normal and orderly manner. A public emergency includes either a natural disaster, such as fire, flood, or earthquake, or a manmade disorder; e.g., demonstration, riot, or act of sabotage.

4.9.5 Voting Time

Upon request and with approval of the supervisor, up to two (2) hours administrative leave with pay may be allowed for any employee to vote in National, State, county, and city elections where travel or other circumstance fully justifies the need.

4.9.6 Witnesses

- A. An employee, including a State employee, who appears in connection with work under this Contract as a witness in court or other hearing, or gives a deposition for one of the following, is paid for such appearances at the rate he or she would have been paid had the employee worked such time at his or her regular assignment:

4. BENEFITS PROGRAMS AND POLICIES (cont.)

4.9 Civic Leave (cont.)

4.9.6 Witnesses (cont.)

- (1) For SURA or at the request of its attorneys.
- (2) For the DOE or at the request of its attorneys.
- (3) For the Government or its agencies when requested or approved by the Contracting Officer.

- B. Travel costs are paid as travel on SURA business.
- C. Normally, employees shall not claim witness fees and expenses; however, if received, these shall be remitted to SURA for the account of the Government.
- D. Time paid while serving as a witness shall count as time worked for calculating overtime only when the employee serves as a witness for DOE or for another Government agency when approved by the Contracting Officer.

4.10 Group Insurance Plans

4.10.1 General

- A. SURA will be reimbursed for all costs incurred in implementing, administering, and funding approved group insurance plans. The features of these group insurance plans are set forth in policies and insurance plan description booklets, current copies of which shall be provided to the Contracting Officer each time a plan or plan provider changes and new policies and booklets are issued.

Authorized administrative costs associated with the effective administration of the plans include such items as: publicizing, enrolling, maintaining records, and providing employees with assistance in understanding and collecting their benefits. SURA shall obtain approval from DOE prior to adding to or making a change in benefits under these plans when such additions or changes will result in increased cost to DOE. The Contractor shall notify DOE of any non-mandated change in costs (e.g., premium rates) which are not attributable to a change in benefits.

4. BENEFITS PROGRAMS AND POLICIES (cont.)

4.10 Group Insurance Plans

4.10.2 Disability Insurance

- A. Eligible employees may purchase Short Term Disability (STD) insurance under a group plan offered by SURA by paying the full cost of the STD insurance.
- B. SURA may provide, at no cost to eligible employees, Long-Term Disability Insurance. The monthly income benefit will equal sixty (60) percent of the employee's monthly basic rate not to exceed a benefit of \$8,000 per month.

4.10.3 Health Care

- A. SURA may provide health care plans (including medical, dental and major medical coverage) to its eligible employees and their eligible dependents. These plans may be offered on an employer/employee cost share basis where SURA may pay up to 75% of the total premium costs.
- B. SURA may provide medical insurance coverage on a shared cost basis (50% contractor and 50% retiree) to certain of its retirees and their eligible dependents. Only retirees who have reached minimum age of 55 years and whose age and service equal 70 or more years are eligible for this coverage, except as indicated in B.(1) below.

- (1) SURA may allow eligible employees to access retiree medical benefits under a Retiree Transition Incentive Program when changing programmatic needs and goals, inadequate funding, lack of work, or organizational restructuring indicate the need for elimination of SURA programs or positions. Employees who receive this benefit shall be ineligible for rehire for work under the Contract. This program may be implemented only in cases where the position is eliminated and no one will be hired to fill the position after the employee who transitions under the program retires. The program may be offered lab-wide or target specific organizational units scheduled for reduction. Lab Director approval is required for implementation of this benefit.

Eligibility – Eligible employees who are at least 55 years of age, have a minimum of five years of service, and whose age and service equal 65 years or more are eligible for such benefits.

4. BENEFITS PROGRAMS AND POLICIES (cont.)

4.10 Group Insurance Plans (cont.)

4.10.3 Health Care (cont.)

- (2) These obligations shall be assumed by any successor contractor for those retirees of SURA who had qualified for the coverage at the time of contract succession. In no event shall SURA be obligated to maintain this coverage upon termination of contract DE-AC05-84ER40150 or successor contracts.
- C. SURA agrees to work diligently with its insurance carriers, medical benefit providers, and employees to establish and maintain an aggressive cost containment program with the objective of providing high quality, reasonably priced benefits. SURA will seek innovations in its program design and implementation so that the cost of each medical benefit program component is reasonable throughout the life of the contract.
- D. Health care coverage (excluding dental) under a SURA Medical Insurance Plan may be provided to certain short-term domestic visitors who do not have transferable medical coverage from any other source (e.g., graduate students and who are at Jefferson Lab temporarily to assist with its construction or to conduct scientific research. The visitor and SURA will share the premium cost of such coverage on a 50 percent/50 percent basis. Visitors coverage will be limited to an aggregate total of 60 months per fiscal year.
- E. SURA may provide to eligible employees and their spouses a Long-Term Care insurance program. Eligible employees may participate in the program by paying the full premium cost.
- F. SURA may provide Long-Term Care insurance coverage to certain of its retirees and their spouses. Eligible retirees may participate in the program by paying the full premium cost. Only retirees who have reached minimum age of 55 years and whose age and service equal 70 or more years are eligible for this coverage, except as indicated in Section 4.10.3.B(1).

4. BENEFITS PROGRAMS AND POLICIES (cont.)

4.10 Group Insurance Plans (cont.)

4.10.4 Group Term Life Insurance

- A. SURA may provide eligible employees, at no cost to employees, group term life insurance in the amount of twice their annual basic salaries.
- B. Eligible employees may purchase supplemental life insurance under a group plan offered by SURA by paying the full cost of such supplemental insurance.

4.10.5 Flexible Benefits Plan

- A. SURA may provide to its eligible employees a Cafeteria Plan in compliance with Section 125 of the IRS code. Specifically, SURA may offer a Flexible Benefit Plan that includes a Health Care Spending Account, a Dependent Care Spending Account and a Premium Conversion Plan.

4.10.6 Workers' Compensation

- A. Any period of time during which an employee is absent without pay from his/her position by reason of an injury or disease compensable under the Workers' Compensation Act is not a break in continuous service for purposes of his/her eligibility for salary increases, sick leave, vacation, and length of service benefits.
- B. Upon return to work, an employee who has been ill or injured receives full credit for the vacation and sick leave that accumulated during the time the employee was absent without pay and received benefits under Workers' Compensation. These credits accumulate on the same basis as if the employee had been regularly employed. If such an employee terminates without returning to work, no credits for the period of absence without pay are granted.
- C. An employee who is absent from work because of a work-connected injury or illness that is compensable under the Workers' Compensation Act is eligible for supplemental sick leave, disability leave and vacation as follows:



4. BENEFIT PROGRAMS AND POLICIES (cont.)

4.10 Group Insurance Plans (cont.)

4.10.6 Workers' Compensation (cont.)

- (1) Accumulated sick leave and vacation credits may be used on a supplemental basis to provide payments in an amount equal to the difference between payments under Workers' Compensation and the employee's basic salary rate.
- (2) After sick leave and vacation credits are exhausted, supplemental disability leave payments may be made by SURA in an amount equal to the difference between the payments under Workers' Compensation and 66 2/3 percent of the employee's basic salary rate.
- (3) The duration of supplemental disability leave payments for any one injury or illness shall not exceed 26 weeks.
- (4) Supplemental disability leave may be granted only for periods for which the employee receives temporary disability payments under the Workers' Compensation Act, except that an employee who does not have sufficient sick and vacation leave credit may be paid for the first five (5) working days following an accident or illness that is compensable under Workers' Compensation.

4.11 Retirement Plan

- A. SURA shall be reimbursed for all Contractor costs involved in implementing, administering, and funding the approved regular Retirement Plan. The current plan, a defined contribution plan, is administered by the Teacher's Insurance and Annuity Association (TIAA) and the College Retirement Equities Fund (CREF) under agreements with individual eligible employees. The amount of DOE-reimbursed employer contribution is 10% of each employee's DOE reimbursed basic salary.

4. BENEFITS PROGRAMS AND POLICIES (cont.)

4.11 Retirement Plan (cont.)

- B. Administrative costs associated with the effective administration of the Plan include such items as: publicizing, enrolling, maintaining records, and providing employees with assistance in understanding and collecting their benefits. The costs of the present plans are allowable. SURA shall obtain the Contracting Officer approval prior to making a change in employer contributions to the retirement plan. SURA shall notify the Contracting Officer of any change in costs which are not attributable to a change in contributions.
- C. SURA shall submit a copy of IRS Form 5500 with schedules as submitted to IRS, and any other financial or accounting reports developed or required in connection with the DOE-reimbursed retirement plans.
- D. Through TIAA/CREF, SURA offers a "Supplemental Retirement Annuity" (SRA) Program providing SURA employees a tax-deferred annuity service, whereby employees can shelter current income, and, thus, defer income taxes, by purchasing annuities through an SRA contract and agreement for salary reduction. The costs to administer the SRA Program are allowable.

4.12 Contract Termination/Expiration

- A. SURA shall not terminate any DOE reimbursed benefit plan without the Contracting Officer's approval. It is the intention of DOE not to entertain any enhancements in these programs after SURA announces its intention not to renew the contract.
- B. Upon contract termination, individual employee accounts in approved defined contribution plans shall be handled in accordance with the provisions of Employee Retirement Income Security Act of 1974 (ERISA) and all amendments. Any unallocated funds (e.g., suspense accounts) shall be returned to DOE. If the contract terminates and there is a replacement Contractor, the individual accounts shall be transferred to the plan(s) of the replacement Contractor, and SURA shall be relieved of, and indemnified by, the replacement contractor or DOE of all liabilities identified at contract termination by the Contracting Officer, subject to the availability of appropriated funds.

4. BENEFITS PROGRAMS AND POLICIES (cont.)

4.12 Contract Termination/Expiration (cont.)

- C. If the contract terminates and there is no replacement Contractor, DOE will make, subject to the availability of appropriated funds, available to SURA in a timely manner sufficient funds so that SURA has no out-of-pocket expenditures from corporate funds to cover all liabilities incurred under this contract related to Contracting Officer-approved employee welfare benefit plans. If so requested by the Contracting Officer at the time of contract termination or expiration, SURA will continue as the sponsor of these plans until all liabilities of such plans are discharged.

21



5. EMPLOYEE PROGRAMS

5.1 Education and Training

5.1.1 General

SURA agrees to develop an annual Training Plan which contains annual training objectives, planned training courses, and projected course attendance and cost—in accordance with the requirements in Appendix E. The scope of the Plan will include all planned training except individual specialized offsite training courses that might be identified during the year and educational assistance. The basis for the Plan will be a needs analysis which will include Contracting Officer input. Once the Plan is developed, SURA will provide the Contracting Officer a copy and, if necessary, negotiate in good faith the content of the Plan with the Contracting Officer prior to final approval of the Plan by SURA management.

5.1.2 Educational Assistance

To improve work efficiency and to develop needed skills, SURA provides for educational activities in areas of special value to its program. Courses will be taken on the employee's own time; however, working hours may be adjusted to permit the employee to attend required courses not available outside of working hours.

Courses must be requirements of a degree program which is directly related to the employee's regular work, or there must exist a realistic probability that the employee would be assigned to a position utilizing the knowledge and/or skills acquired in the degree program.

Reimbursement of costs for such education is allowable in accordance with the following:

- A. Regular employees or probationary employees eligible for regular appointments who have completed successfully at least one-half of their required probation period (i.e. one year for exempt employees and six months for nonexempt employees) may be reimbursed for tuition and fees charged for courses which are part of approved degree programs and are taken at accredited educational institutions. Before such reimbursement is approved, the employee must have received a satisfactory grade ("C" or better for undergraduate courses and "B" or better for graduate courses) or provided equivalent proof of course completion.

5. EMPLOYEE PROGRAMS (cont.)

5.1 Education and Training (cont.)

Educational Assistance (cont.)

Reimbursement is also allowed when an employee is forced to withdraw from a course because of SURA work requirements. In special circumstances, and when the approved educational source requires payment in advance, partial, or full advance payments of fees may be approved, provided the employee agrees to reimburse SURA if the course is not completed.

- (1) Up to 100 percent of the costs of tuition, laboratory fees, diploma fees, and required textbooks for any semester, term, or recognized course period is reimbursable. The fees required for proficiency examinations related to approved courses of study are reimbursable when the examinations result in the granting of academic credit or are required for entrance eligibility.
- (2) Employees are required to submit receipts for expenditures along with their formal application for a refund. SURA shall not duplicate payments for educational expenses supported by sources outside the contract, including, but not limited to, veteran's benefits payable for education, scholarships, grants, and tuition discounts.

Onsite and Offsite Training

Employees, including State employees, may attend training programs conducted both onsite and offsite to increase employee skills and efficiency, to develop techniques for solution of operating problems, and to prepare participating employees for increased responsibility.

5.2 (Reserved)

5.3 (Reserved)

5.4 (Reserved)

5.5 (Reserved)

5. EMPLOYEE PROGRAMS (cont.)

5.6 Patent Awards

Cash awards up to \$500.00 per person, with a maximum of up to \$1,500.00 per patent, may be made to employees who are awarded patents which benefit the objectives of SURA and DOE. These awards shall be paid as a direct contract expense and require approval of DOE Patent Counsel.

Total annual awards to any individual employee exceeding \$2,500 must be approved by the Contracting Officer. An annual report describing the award, individual's name, and amount of award will be provided to the Contracting Officer.

6. (Reserved)

7. MISCELLANEOUS POLICIES

7.1 Consultant or Other Comparable Employment Services of SURA Employees

SURA shall continue to require all employees who are employed full-time (an individual who performs work under the contract on a full-time annual basis) or part-time (50 percent or more of regular annual compensation received under terms of the contract) with DOE on the contract work to disclose all consultant or other comparable employment services which the employees propose to undertake for others. SURA shall transmit to the Contracting Officer all information obtained from such disclosures. The Contractor shall continue to require any employee who shall be employed full-time on the contract work to have obtained approval from the appropriate Associate Director before performing consulting or other comparable employment services for another DOE cost-type contractor.

7.2 Professional Advancement Leave

To promote the continuing professional growth and competence of senior scientific, engineering, or administrative staff members, the Director may grant partially subsidized leave with prior written approval by the Contracting Officer, as described below, to a limited number of employees, not to exceed five (5) at any given time. Such leave, to be known as Professional Advancement Leave, may be spent at appropriate institutions within the United States or abroad when such would be advantageous to DOE and SURA.

- A. Employees may not be granted leave more than once in a five year period, nor may such leave exceed twelve (12) months. Any extensions or exceptions require Contracting Officer approval.
- B. The basis for salary reimbursement will be:
  - (1) For employees with SURA salaries which are fully reimbursed by DOE:
    - (a) The DOE reimbursed salary payments made to an employee on Professional Advancement Leave shall not exceed two-thirds of the employee's DOE-reimbursed basic salary.
    - (b) The total of DOE-reimbursed salary payments plus any stipend, grant, or other income which the employee may receive or derive from others in connection with the leave will be taken into account to ensure that total payments do not exceed an amount that makes the employee whole. Total income shall not exceed the employee's base salary plus an amount equal to nationally recognized regional cost of living differentials, as reported in the American Chamber of Commerce Researchers Association (ACCRA) Cost of Living Index.

7. MISCELLANEOUS POLICIES (cont.)

Professional Advancement Leave (cont.)

- (c) It is the intent of the parties to fully utilize funds other than DOE-reimbursed salary payments, when available, to the maximum extent possible. Accordingly, should the total income of the employee during the leave exceed amount stipulated in (b) above, the DOE-reimbursed amount in paragraph (a) above will be reduced accordingly.
- (2) For employees with SURA salaries which are partially reimbursed by DOE:
  - (a) The principles established in section 7.2.B(1) remain the same. However, the words "total SURA-paid salary" are substituted for the words "DOE-reimbursed basic salary"; and the words "SURA salary payments" for the words "DOE-reimbursed salary payment(s)" or "DOE-reimbursed amount."
  - (b) It is the intent of the parties that, to the extent other sources of income are obtained, they will be applied so that the portions of the employee's basic salary reimbursed by DOE and paid by other SURA funding sources will remain constant during the Professional Advancement Leave.
- C. Cost of travel is not reimbursed by DOE.
- D. Vacation and sick leave shall not accrue to the individual while on Professional Advancement Leave.
- E. Group benefit insurance coverage shall continue for the leave period if the employee pays the total cost by arranging to make all premium payments normally paid by SURA and the employee.
- F. In the event that the employee does not return to the Contract or another DOE-funded activity from a Professional Advancement Leave, the reasons for the employee not returning will be reviewed by SURA and the Contracting Officer for a determination of whether DOE shall be reimbursed for any salary paid.

Employee Litigation Expense

Subject to the same provisions and approvals as stated in Article 54 Litigation and Claims. Costs associated with the defense of claims and suits against employees as defined in Section 2 but excluding trustees and officers are allowable, including reasonable counsel fees, judgements, court costs, and settlements, to the extent that the liability of the employee and the costs attendant thereto are not otherwise covered by insurance maintained or required to be maintained by the Contractor. The errors, omissions, or actions of the employee giving rise to such employment, and cannot have been caused by or arise out of his/her lack of good faith or willful misconduct.



8. (Reserved)

9. (Reserved)

10. EQUAL EMPLOYMENT OPPORTUNITY

SURA shall:

Develop policies that promote and support results-oriented affirmative action and ensure equal opportunity in all aspects of contract activities.

- Submit its written Affirmative Action Plans to the Contracting Officer by January 31 annually. The Affirmative Action Plan will include identification of recruitment sources which will evidence good faith efforts to increase diversity in the work force at all levels.

Provide the Contracting Officer timely notification of formal complaints received through OFCCP, EEOC, and related state agencies and shall provide copies of related correspondence.

Provide the Contracting Officer timely notification of planned investigations or reviews by equal opportunity/affirmative action compliance/enforcement agencies.

- Consult with DOE on proposed conciliation agreements/settlements/resolutions before such costs shall be allowable as approved by the Contracting Officer.

**TABLE I**  
**SUMMARY OF CLASSIFICATIONS AND RANGES**  
**Fiscal Year 2000 - Effective 10/1/99**

				Salary Range			
Series	Code	Classification	Abreve.	Min.	Mid.	Max.	Spread
100 - Exempt  Administrators	11X	Staff Administrator I	SA I	33,800	42,200	50,600	50%
	12X	Staff Administrator II	SA II	44,400	55,500	66,600	50%
	13X	Staff Administrator III	SA III	58,400	73,100	87,800	50%
	14X	Sr. Staff Administrator	SSA	77,100	96,400	115,700	50%
200 - Exempt  Scientists	20X	Post Doctoral Fellow	PD	39,000	48,700	58,400	50%
	21X	Staff Scientist I	SS I	43,600	56,200	68,800	58%
	22X	Staff Scientist II	SS II	54,700	70,600	86,500	58%
	23X	Staff Scientist III	SS III	68,600	88,500	108,400	58%
	24X	Senior Staff Scientist	SSS	83,100	107,200	131,300	58%
	25X	Principal Staff Scientist	PSS	100,600	129,800	159,000	58%
	26X	Special Scientist	SPS	**	**	**	**
300 - Exempt  Engineers	31X	Staff Engineer I	SE I	43,600	56,200	68,800	58%
	32X	Staff Engineer II	SE II	54,700	70,600	86,500	58%
	33X	Staff Engineer III	SE III	68,600	88,500	108,400	58%
	34X	Senior Staff Engineer	SSE	83,100	107,200	131,300	58%
	35X	Principal Staff Engineer	PSE	100,600	129,800	159,000	58%
	36X	Special Engineer	SPE	**	**	**	**
400 - Exempt Assoc./Coord.	41X	Associate/Coordinator	A/C I	43,600	56,200	68,800	58%
	42X	Senior Assoc./Coordinator	A/C II	54,700	70,600	86,500	58%
	43X	Engineering Support Mgr.	ESM	61,500	79,400	97,300	58%
500 - Nonexempt Administrative Support/ Secretarial	51X	Admin.Support/Sec. I	A/S I	19,600	23,100	26,600	36%
	52X	Admin.Support/Sec. II	A/S II	22,200	26,200	30,200	36%
	53X	Admin.Support/Sec. III	A/S III	26,700	31,500	36,300	36%
	54X	Admin.Support/Sec. IV	A/S IV	31,200	36,800	42,400	36%
600 - Nonexempt Const./Facilities Support	61X	Const./Facilities Sup. I	C/F I	11,400	13,400	15,400	36%
	62X	Const./Facilities Sup. II	C/F II	17,200	20,300	23,400	36%
	63X	Const./Facilities Sup. III	C/F III	22,700	26,800	30,900	36%
700 - Nonexempt Tech./Drafters	71X	Technician/Drafter	T/D I	28,200	33,300	38,400	36%
	72X	Techno./Design Drafter	T/D II	37,100	43,800	50,500	36%
	73X	Sr. Technologist/Designer	T/D III	45,700	53,900	62,100	36%
800 - Nonexempt Skilled Trades	81X	Skilled Trades	ST I	29,700	35,100	40,500	36%
	82X	Sr. Skilled Trades	ST II	36,600	43,200	49,800	36%
900 - Nonexempt Student Interns & Exempt Graduate Stu.Research Ast. COURP Program	91X	H.S. Student Intern	SI I	11,700	14,400	17,100	
	92X	Under grad. Student Intern	SI II	13,400	18,400	23,600	
	93X	Graduate Student Intern	SI III	17,100	22,800	28,400	
	94X	Grad. Stu. Research Ast.	GSRA	17,700	23,100	28,400	
	95X	Under grad. Stu.Research Ast.	USRA	12,900	17,700	22,500	

\*\* Salary is outside a standard range. Includes SPS/SPE who are at TJNAF by arrangement with another institution that pays a portion of their salary.

**Table II**  
**Section B-1: Pay Differential Eligibility**

Classification Series	Shift Differential	Overtime Pay	Holiday Pay	
			Not Worked	When Work Authorized
000 - Exempt Associate Directors	No	No	Yes	No Extra
100 - Exempt Administrators	No	No	Yes	No Extra
200 - Exempt Scientists	Yes* 5% Half Rotating 10% Full Rotating	No	Yes	No Extra
300 - Exempt Engineers	Yes* 5% Half Rotating 10% Full Rotating	No	Yes	No Extra
400 - Exempt Associate/Coordinators	Yes* 5% Half Rotating 10% Full Rotating	No	Yes	No Extra
500 - Nonexempt Administrative Support/Secretarial	Yes 7.5% Swing 15% Owl	Yes	Yes	Yes - Holiday pay + appropriate rate for hours worked
600 - Nonexempt Construction/Facilities Support	Yes 7.5% Swing 15% Owl	Yes	Yes	Yes - Holiday pay + appropriate rate for hours worked
700 - Nonexempt Technician/Drafters	Yes 7.5% Swing 15% Owl	Yes	Yes	Yes - Holiday pay + appropriate rate for hours worked
800 - Nonexempt Skilled Trades	Yes 7.5% Swing 15% Owl	Yes	Yes	Yes - Holiday pay + appropriate rate for hours worked
900 - Nonexempt Student Interns	Yes 7.5% Swing 15% Owl	Yes	No	Yes - hours worked
900 - Exempt USRA and GSRA	No	No	No	No Extra

\* May be eligible for swing and owl differential, see 3.2.5.C(2)

Tab

Section B-2: BENEFITS ELIGIBILITY

TYPE APPOINTMENT	Regular		Term		Temporary		Casual	Student	USRA/ GSRA
	F-T	P-TM	F-T	P-TM	F-T	P-TM	ANY	ANY	ANY
<b>Work Status</b>									
<b>BENEFITS</b>									
Retirement	YES	PRO	YES	PRO	NO	NO	NO	NO	NO
Medical/Dental	YES	YES	YES	YES	PV	PV	NO	PV	PV
Life Insurance	YES	PRO	YES	PRO	NO	NO	NO	NO	NO
Short-Term Disability	YES	YES	YES	YES	NO	NO	NO	NO	NO
Long-Term Disability	YES	PRO	YES	PRO	NO	NO	NO	NO	NO
Dependent Care Assistance Program (DCAP)	YES	YES	YES	YES	NO	NO	NO	NO	NO
Education Assistance Program	POS	POS	NO	NO	NO	NO	NO	NO	NO
Workers' Compensation	YES	YES	YES	YES	YES	YES	YES	YES	YES
Employee Assistance Program	YES	YES	YES	YES	NO	NO	NO	YES	YES

LEAVE

Vacation	YES	PRO	YES	NO	NO	NO	NO	NO
Sick	YES	PRO	YES	NO	NO	NO	NO	NO
Holiday	YES	PRO	YES	YES	PRO	NO	NO	NO
Court	YES	POS	POS	NO	NO	NO	NO	NO
Military	POS	POS	POS	NO	NO	NO	NO	NO
Professional Advancement	POS	NO	NO	NO	NO	NO	NO	NO
Leave of Absence	YES	PRO	YES	POS	POS	NO	NO	NO

**Eligibility Definitions:**

- POS: Possibly depending on status
- PRO: Prorated
- PV: Possibly as a visitor

**Work Schedule Definitions:**

- F-T: Full-time
- P-TM: Part-time, one half time or more

Note: Part-time, less than one-half time are not eligible for benefits except for Workers' Compensation.

**Type Appointment Definitions:**

**Regular:** A position with no pre-planned ending date.

**Term:** A position with a pre-planned ending date.

**Temporary:** A position that will exist for 90 days or less.

**Casual:** A position on an unscheduled, or on-call basis not to exceed 1000 hours in a year.

**Student Intern:** A position for a student enrolled in a secondary, undergraduate, or graduate degree curriculum.

**USRA:** A student who is enrolled in an undergraduate degree program and who is performing research toward his/her degree.

**GSRA:** A student who is enrolled in a graduate (usually doctoral) degree program and who is performing research toward his/her degree.



**Table III**

**PART A: SUMMARY OF SPECIALTY DESIGNATORS FOR CLASSIFICATION SERIES**

SERIES	3 <sup>RD</sup> DIGIT OF CLASS CODE	SPECIALITY AREA
<u>100</u> Administrators	0 1 2 3 4 5 6 7	Administrative Assistant/Office Manager Finance/Accounting Legal Personnel Procurement Staff Services (Travel, Telecommunications, Library, etc.) Facilities Services Other (Public Relations, Tech. Writing, QA, etc.)
<u>200</u> Scientists	0 1 2 3 4	Computer Science Physics Health Physics Materials Science Other
<u>300</u> Engineers	0 1 2 3 4	Civil Electrical Mechanical EH&S/QA Other (Cost/Schedule, etc.)
<u>400</u> Associates/ Coordinators	0 1 2 3 4 5	Technical (Electrical, Mechanical, Chemical, etc.) Computer Programming Project Coordination (All disciplines) Design (All disciplines) Services Supervision (All disciplines) Engineering Management Support (All disciplines)
<u>500</u> Admin Support/ Secretarial	0 1	Administrative Support (All disciplines) Secretarial
<u>600</u> Construction/ Facilities Support	0 1	Custodial Services (All disciplines)
<u>700</u> Technicians/Drafters	0 1 2 3 4 5 6 7	Computer Programming Computer Support Electronics Mechanical Drafting Technical Illustration Accelerator Operations Other (Safety, Stockroom, Archives, etc.)
<u>800</u> Skilled Trades	0 1 2 3 4	Machining Metal Fabrication/Welding Maintenance Mechanics Electrical Other
<u>900</u> Student Interns/GSRA	0 1	Technical (Scientific, Engineering, etc.) Administrative

**TABLE III (continued)**  
**PART B: GENERIC JOB TITLES BY CLASSIFICATIONS**

SERIES	CLASS ABBREV	GENERIC JOB TITLES	
		MANAGEMENT/SUPERVISORY POSITIONS	STAFF POSITIONS
000	AD	Associate Director	None
100	SA I SA II SA III SSA PSA	Unit Supervisor  Senior Unit Supervisor Section Manager Senior Section Manager  Department Head Deputy Division Manager	Administrator I Staff Assistant Administrator II Special Assistant Administrator III Executive Assistant Senior Administrator
200	SS I SS II SS III  SSS  PSS	None Section Manager Project Scientist Group Leader Center Manager Senior Project Scientist Senior Group Leader Department Head Deputy Division Manager, Multifunction Department Head	Scientist I Scientist II Scientist III  Senior Staff Scientist  Principal Staff Scientist
300	SE I SE II SE III  SSE  PSE	None None System Engineer Project Engineer Group Leader Senior System Engineer Senior Group Leader Department Head Deputy Division Manager, Multifunction Department Head	Engineer I Engineer II Engineer III  Senior Staff Engineer  Principal Staff Engineer
400	A/C I A/C II  ESM	Project Support Unit Supervisor Division Support Section Supervisor System Support Section Supervisor Shop Supervisor Group Leader/Section Manager	Associate Senior Associate Senior Coordinator

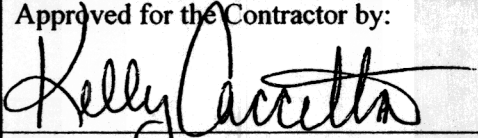
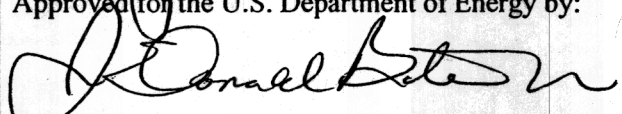
**TABLE III (continued)**  
**PART B: GENERIC JOB TITLES BY CLASSIFICATIONS**

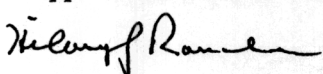
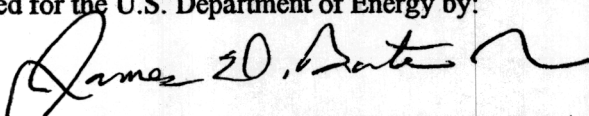
SERIES	CLASS ABBREV	GENERIC JOB TITLES	
		MANAGEMENT/SUPERVISORY POSITIONS	STAFF POSITIONS
500	A/S I	None	Receptionist
		None	Secretary
		Support Function Supervisor	Administrative Clerk
		Senior Staff Secretary	Staff Secretary
600	C/F I	Administrative Assistant Office Manager	Administrative Specialist
		None	Administrative Representative
		None	Laborer
		None	Custodian
700	T/D I	None	Utility Services Worker
		None	Senior Custodian
		None	Materials Handler
		Support Function Supervisor	Technician
800	ST I	None	Drafter
		Lead Metal Fabricator	Technologist
		Lead Machinist	Design Drafter
		Lead Electrician	Technical Illustrator
900	SI I	None	Senior Technologist
		None	Designer
		None	Metal Fabricator/Welder
		None	Machinist
900	SI II	None	Rigger
		None	Senior Metal Fabricator/Welder
		None	Senior Machinist
		None	Electrician
900	SI III	None	High School Student Intern
		None	Undergraduate Student Intern
		None	Graduate Student Intern
		None	Grad. Student Research Assistant

**TABLE IV**  
**REQUIRED STANDARD REPORTS**

TITLE	FORM NO.	FREQUENCY	DUE DATES TO OR	REF. IN
1. Equal Employment Opportunity Report	WFIS 5.2	Quarterly	1/15, 4/15, 7/15 & 10/15	WFIS Chapter 5.2
2. Compensation & Benefits Report	WFIS 5.1	Annually	3/1	WFIS Chapter 5.1
3. Report of Compensation			Varies	DOE Order 350.1 Chapter IV
4. Contractor Salary-Wage Increase Expenditure Report	DOE F-3220.8	Annually	11/15	DOE Order 350.1 Chapter I
5. Semiannual Report of M&O Contractors Subcontractor Employment	OR Format	Semiannually	4/15 & 10/15	
6. Workforce Restructuring Report	WFIS 5.3	Annually	10/15	WFIS Chapter 5.3
7. Common Occupational Classification Report	WFIS 5.4	Annually	10/15	WFIS Chapter 5.4
8. Training Reports	TBD	TBD	TBD	DOE Order 350.1 Chapter X (in accordance with Appendix E)



DOE Form AD-36 (6-78) <b>U.S. Department of Energy</b> <b>REIMBURSEMENT AUTHORIZATION</b>		NO 34 <hr/> Page 1 of 1
Project: Newport News Area		Location: Newport News, Virginia
Contractor: Southeastern Universities Research Association/Thomas Jefferson National Accelerator Facility		
Contract No. DE-AC05-084ER40150		Date of Contract: August 3, 1984
The following modification to Appendix A is approved as an allowable cost, effective December 16, 2002:		
3.2.2.A Add Deputy Director to positions not required to be classified into a salary range. (See attached revision.)		
3.2.4.A Add Deputy Director to list of positions with salaries requirement Contracting Officer Approval. (See attached revision.)		
4.10.3 Clarify language on employer/employee cost share for Health Benefits. (See attached revision.)		
4.10.5 Add provision for Flexible Benefit Plan. (See attached revision.)		
Approved for the Contractor by: 		Date: 12/12/02
Approved for the U.S. Department of Energy by: 		Date: 12/13/02

DOE Form AD-36 (6-78) U.S. Department of Energy REIMBURSEMENT AUTHORIZATION		NO 35 Page 1 of 1
Project: Newport News Area		Location: Newport News, Virginia
Contractor: Southeastern Universities Research Association/Thomas Jefferson National Accelerator Facility		
Contract No. DE-AC05-084ER40150		Date of Contract: August 3, 1984
<p>The following modification to Appendix A is approved as an allowable cost, effective FY 2003:</p> <p>3.2.5.C.(3) Allow payment of shift differential to nonexempt employees only for actual hours worked, including overtime, on swing or owl shift, and for holidays, provided the employee is eligible for holiday pay and would have worked a shift that made him/her eligible for shift differential. (See attached revision.)</p> <p>3.2.5.C.(3) Clarification that shift allowance may be included in payment for all types of paid leave for exempt employees. (See attached revision.)</p> <p>4.5.2B Add provision that SURA/Jefferson Lab or the employee may choose to substitute accrued paid leave for unpaid FMLA leave. (See attached revision.)</p> <p>4.7 Deletion of events covered by FMLA from Family Emergency Leave. (See attached revision.)</p>		
Approved for the Contractor by: 		Date: 2/12/03
Approved for the U.S. Department of Energy by: 		Date: 3/17/03

U.S. Department of Energy  
REIMBURSEMENT AUTHORIZATION

NO. 38

Page 1 of 1

Project: Newport News Area

Location: Newport News, Virginia

Contractor: Southeastern Universities Research Association/Thomas Jefferson National Accelerator Facility

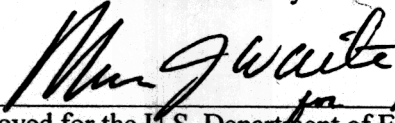
Contract No. DE-AC05-084ER40150

Date of Contract: August 3, 1984

The following modification to Appendix A is approved as an allowable cost, effective October 1, 2004:

1. Table 1: Summary of Classifications and Ranges; ranges increase 1.8% (see attached table).

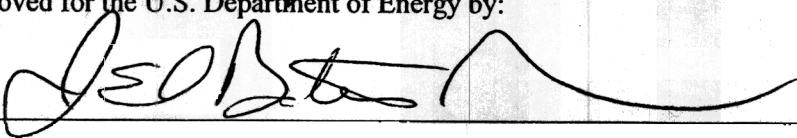
Approved for the Contractor by:

  
for K. Casella

Date:

6/30/04

Approved for the U.S. Department of Energy by:



Date:

8/5/04

**TABLE I**  
**SUMMARY OF CLASSIFICATIONS AND RANGES**  
**Fiscal Year 2005 - Effective 10/1/2004**

Series	Code	Classification	Abrev	Salary Range			
				Min.	Mid.	Max.	Spread
000 - Associate Director	01X	Associate Director	AD	**	**	**	**
100 - Exempt  Administrators	11X	Staff Administrator I	SA I	37,600	47,000	56,400	50%
	12X	Staff Administrator II	SA II	49,500	61,900	74,300	50%
	13X	Staff Administrator III	SA III	65,200	81,500	97,800	50%
	14X	Sr. Staff Administrator	SSA	86,000	107,500	129,000	50%
200 - Exempt  Scientists	20X	Post Doctoral Fellow	PD	43,400	54,300	65,200	50%
	21X	Staff Scientist I	SS I	48,500	62,600	76,700	58%
	22X	Staff Scientist II	SS II	61,000	78,700	96,400	58%
	23X	Staff Scientist III	SS III	76,500	98,600	120,700	58%
	24X	Senior Staff Scientist	SSS	92,600	119,500	146,400	58%
	25X	Principal Staff Scientist	PSS	112,200	144,800	177,400	58%
	26X	Special Scientist	SPS	**	**	**	**
300 - Exempt  Engineers	31X	Staff Engineer I	SE I	48,500	62,600	76,700	58%
	32X	Staff Engineer II	SE II	61,000	78,700	96,400	58%
	33X	Staff Engineer III	SE III	76,500	98,600	120,700	58%
	34X	Senior Staff Engineer	SSE	92,600	119,500	146,400	58%
	35X	Principal Staff Engineer	PSE	112,200	144,800	177,400	58%
	36X	Special Engineer	SPE	**	**	**	**
400 - Exempt Assoc./Coord.	41X	Associate/Coordinator	A/C I	48,500	62,600	76,700	58%
	42X	Senior Assoc./Coordinator	A/C II	61,000	78,700	96,400	58%
	43X	Engineering Support Mgr.	ESM	68,700	88,600	108,500	58%
500 - Nonexempt Administrative Support/ Secretarial	51X	Admin. Support/Sec. I	A/S I	21,900	25,800	29,700	36%
	52X	Admin. Support/Sec. II	A/S II	24,600	29,100	33,600	36%
	53X	Admin. Support/Sec. III	A/S III	29,700	35,100	40,500	36%
	54X	Admin. Support/Sec. IV	A/S IV	34,800	41,000	47,200	36%
600 - Nonexempt Const./Facilities Support	61X	Const./Facilities Sup. I	C/F I	12,600	14,900	17,200	36%
	62X	Const./Facilities Sup. II	C/F II	19,200	22,700	26,200	36%
	63X	Const./Facilities Sup. III	C/F III	25,200	29,800	34,400	36%
700 - Nonexempt Tech./Drafters/ Accelerator Operators	71X	Technician/Drafter	T/D I	31,500	37,200	42,900	36%
	72X	Techno./Design Drafter	T/D II	41,400	48,900	56,400	36%
	73X	Sr. Technologist/Designer	T/D III	50,900	60,100	69,300	36%
	79X	Accelerator Operator	AO	43,500	51,300	59,100	36%
800 - Nonexempt Skilled Trades	81X	Skilled Trades	ST I	33,100	39,100	45,100	36%
	82X	Sr. Skilled Trades	ST II	40,900	48,200	55,500	36%
900 - Nonexempt Student Interns & Exempt Graduate Stu. Research Ast. COURP Program	91X	H.S. Student Intern	SI I	13,000	16,000	19,000	
	92X	Under grad. Student Intern	SI II	14,800	20,500	26,200	
	93X	Graduate Student Intern	SI III	18,800	25,300	31,800	
	94X	Grad. Stu. Research Ast.	GSRA	19,900	25,800	31,700	
	95X	Under Grad. Stu. Res. Ast.	USRA	14,200	19,600	25,000	

\*\* Salary is outside a standard range. Includes SPS/SPE who are at TJNAF by arrangement with another institution that pays a portion of their salary.





## Department of Energy

Oak Ridge Operations Office  
P.O. Box 2001  
Oak Ridge, Tennessee 37831—

August 12, 2004

Don  
Wayne  
Dennis  
Scott

Mr. James A. Turi  
Site Office Manager  
U.S. Department of Energy  
Thomas Jefferson National Accelerator Facility  
12000 Jefferson Avenue  
Newport News, Virginia 23606

Dear Mr. Turi:

### 2005 SOUTHEASTERN UNIVERSITIES RESEARCH ASSOCIATION COMPENSATION INCREASE PLAN

This is in response to the 2005 Southeastern Universities Research Association (SURA) Compensation Increase Plan that was submitted by your office on July 1, 2004. We recommend approval of this request as submitted. The following are the recommended amounts:

Budgets:	Exempt		Nonexempt	
	\$	%	\$	%
Merit	881,628	2.5	176,326	2.5
Equity/Reclassification	232,326	0.5	46,465	0.5
Total	\$1,113,954	3.0%	\$222,791	3.0%
Salary Structure		1.8%		1.8%

DOE approval should be received before unspent merit funds are used. As required by DOE Order 350.1, SURA should submit a semiannual report of compensation to DOE on unspent merit funds.

If you have any questions, please contact Reece Davis at 865-576-0664.

Sincerely,

*Lisa Carter*  
Lisa Carter, Team Leader  
Contractor Human Resources Group